



COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294

P. MICHAEL FREEMAN
FIRE CHIEF
FORESTER & FIRE WARDEN

(323) 881-2401

January 11, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF AN AGREEMENT WITH THE CITY OF LOS ANGELES TO PARTICIPATE
IN THE FILE OF L.I.F.E. (LIFESAVING INFORMATION FOR EMERGENCIES) PROGRAM
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD, ACTING AS THE GOVERNING BODY OF
THE CONSOLIDATED FIRE PROTECTION DISTRICT:**

Approve and authorize the Fire Chief to sign the attached letter agreement with the
City of Los Angeles Department of Aging to participate in the File of L.I.F.E. Program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to establish an agreement with the City of Los Angeles Department of Aging at the City's request to educate seniors to the benefits of having up-to-date medical information readily available in the event of a medical emergency. The File of L.I.F.E. allows seniors to store important medical history that first responders and emergency personnel may use when responding to a call. This information would usually be placed on the refrigerator door, wallet, or kept in the car glove box. A sticker would be placed on the window at the front of the home to alert first responders that the senior citizen at the residence is participating in this program.

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

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|-----------|-----------|------------------|----------------------|-----------|----------------------|-----------------------|------------|
| URA HILLS | BRADBURY | CUDAHY | HAWTHORNE | LA MIRADA | MALIBU | POMONA | SIGNAL HIL |
| ESIA | CALABASAS | DIAMOND BAR | HIDDEN HILLS | LA PUENTE | MAYWOOD | RANCHO PALOS VERDES | SOUTH EL |
| SA | CARSON | DUARTE | HUNTINGTON PARK | LAKEWOOD | NORWALK | ROLLING HILLS | SOUTH GA |
| WIN PARK | CERRITOS | EL MONTE | INDUSTRY | LANCASTER | PALMDALE | ROLLING HILLS ESTATES | TEMPLE CI |
| GARDENS | CLAREMONT | GARDENA | INGLEWOOD | LAWNDALE | PALOS VERDES ESTATES | ROSEMEAD | WALNUT |
| FLOWER | COMMERCE | GLENDDORA | IRWINDALE | LOMITA | PARAMOUNT | SAN DIMAS | WEST HOL |
| | COVINA | HAWAIIAN GARDENS | LA CANADA-FLINTRIDGE | LYNWOOD | PICO RIVERA | SANTA CLARITA | WESTLAKE |

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This program can save lives by educating senior citizens on the advantages of having this lifesaving information readily available to first responders arriving at the scene.

Other agencies invited to participate in this City program are the Los Angeles County Department of Community and Senior Citizens Services, Sheriff, Mental Health, the City of Los Angeles Fire Department, and PacifiCare Health Systems.

Implementation of Strategic Plan Goals

The District serves 57 cities located throughout Los Angeles County. Approving the attached letter agreement would allow the District to continue to fulfill its mission of saving lives. It is consistent with the overall County Strategic Plan Goal #1.

FISCAL IMPACT/FINANCING

There will be no fiscal impact to the District. The City of Los Angeles and PacifiCare will absorb all costs of printing the materials and providing the packets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Once the District has received Board approval, it will give permission to the City of Los Angeles to use the District name and logo only on information packets provided to seniors for the File of L.I.F.E. Program. The packets will be made available to seniors at all District fire stations and carried on the engine, truck, and squads. The District's Office of Public Information will keep a supply of the packets so that the fire stations can replenish their supplies.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this letter agreement will not impact the District's current services or projects. It will enhance the services it now provides to the community.

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CONCLUSION

Upon approval by your Board, please return an adopted copy of this action to the District for further processing.

Respectfully submitted,



P. MICHAEL FREEMAN

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c: Chief Administrative Office
County Counsel
Executive Office, Board of Supervisors



COUNTY OF LOS ANGELES

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LOS ANGELES, CALIFORNIA 90063-3294

P. MICHAEL FREEMAN
FIRE CHIEF
FORESTER & FIRE WARDEN

(323) 881-2401

December 22, 2004

Ms. Laura Trejo, General Manager
City of Los Angeles Department of Aging
3580 Wilshire Boulevard, Suite 300
Los Angeles, CA 90010

Dear Ms. Trejo:

Thank you for allowing the Consolidated Fire Protection District of Los Angeles County (District) to participate in the File of L.I.F.E. Program. This letter is to confirm our agreement of participation in this program and to acknowledge that we will be working with the City of Los Angeles Department of Aging – LA CARES Program (Los Angeles Caring Actions to Reach Elders with Support) and its partners, PacifiCare Health Systems and local first responder agencies, to establish and execute this program in the greater Los Angeles area. In addition, the Los Angeles County Board of Supervisors grants permission for restricted use of the District's name and logo to be used specifically on, and only for, File of L.I.F.E. materials and educational campaign to publicize the program, so long as approved by the District Fire Chief.

We have reviewed information on the File of L.I.F.E. cooperative program and agree that it will provide critical emergency information to first responder agencies and allow them to more effectively respond to the emergency medical needs of older adults. In addition, these packets will provide seniors with a unified method by which they can post emergency information within their homes or vehicles in a place easily visible for emergency response personnel to locate. The District will ensure that File of L.I.F.E. packets are made available at all District fire stations within 30 days of receipt. It is our understanding that the File of L.I.F.E. packet will include the following:

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

| | | | | | | | |
|-------------|-----------|------------------|----------------------|-----------|----------------------|-----------------------|----------------|
| ADAMS HILLS | BRADBURY | CUDAHY | HAWTHORNE | LA MIRADA | MALIBU | POMONA | SIGNAL HILL |
| ALHAMBRA | CALABASAS | DIAMOND BAR | HIDDEN HILLS | LA PUENTE | MAYWOOD | RANCHO PALOS VERDES | SOUTH EL MONTE |
| ANIMAS | CARSON | DUARTE | HUNTINGTON PARK | LAKEWOOD | NORWALK | ROLLING HILLS | SOUTH GATE |
| ARTES | CERRITOS | EL MONTE | INDUSTRY | LANCASTER | PALMDALE | ROLLING HILLS ESTATES | TEMPLE CITY |
| ATLANTA | CLAREMONT | GARDENA | INGLEWOOD | LAWNDALE | PALOS VERDES ESTATES | ROSEMEAD | WALNUT |
| AZUL | COMMERCE | GLENDALE | IRVINDALE | LOMITA | PARAMOUNT | SAN DIMAS | WEST HOLLYWOOD |
| BALBOA | COVINA | HAWAIIAN GARDENS | LA CANADA-FLINTRIDGE | LYNWOOD | PICO RIVERA | SANTA CLARITA | WESTLAKE |
| BELL | | | | | | | WHITTIER |

Ms. Laura Trejo, General Manager
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- ◆ Introductory insert explaining how the program works.
- ◆ Medical Information Sheet with plastic pouch magnetized to place on the refrigerator. Participating older adults will be required to complete the Medical Information Sheet and place in the pouch on their refrigerator and in their wallet.
- ◆ Wallet-size Information Sheet and Holder.
- ◆ Window Stickers. These corresponding stickers may be placed in the program participant's front window at home and car to alert emergency response teams of the presence of the File of L.I.F.E. placed on the refrigerator or in their wallet in case of an emergency.

As part of our participation, the District agrees to educate and inform our personnel about the program and how it works. We will work with the City of Los Angeles Department of Aging and PacifiCare to inform the public about the program. Our contact person is Luanne Underwood, Quality Improvement Program Director.

We look forward to this collaborative work to ensure that program participants in the greater Los Angeles area receive appropriate emergency medical care. If you have any questions, please call me at (323) 881-2401 or Luanne Underwood at (323) 838-2215.

Sincerely,



P. MICHAEL FREEMAN

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